

March 23, 2012

Re: Spring 2012 University Farm Tree Project

This is to inform you that the city of West Lafayette is requesting quotes for the Spring 2012 University Farm Tree Project. **Sealed** quotes must be submitted by 8:30 AM, April 17, 2012 to:

Judith Rhodes, Clerk-Treasurer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

Mark the outside of the envelope: Sealed Quote for 2012 University Farm Tree Project. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Tuesday, April 17, 2012. A City purchase order will be issued to the contractor with the most responsive and responsible quote. The City reserves the right to waive any and all irregularities in the quote process and procedures.

Specifications for the material list are attached. Planting standards and general conditions are available at www.westlafayette.in.gov/departments/engineering (see the last pages of the Typical Construction Guidelines & Details). Call our office if you require a copy.

- We require that the trees are planted with the root flare at soil level which means the top of the root ball must be excavated. We will be inspecting for this after planting. If you are not willing to do so, or if this voids your warranty, please elect not to quote.
- The plant material will be planted in University Farm between the curb and the sidewalk. In a few instances, they will be immediately behind the sidewalk
- Landscaper is responsible for all utility locates.
- The location of each tree will be marked on the ground before planting.
- Trees are 1.5" caliper, B&B and must meet ANLA standards.
- Trees shall be mulched with a 3" layer of shredded hardwood bark mulch in a 3' circle.
- Trees will be staked with three stakes (available at no cost from the Parks Barn) following the guidelines in the city standards.
- Substitutions for specified plants will only be permitted with prior approval from the Greenspace Administrator.
- All quotes are to include costs of materials, installation and a guarantee of the material for one year from the completion of the entire project.
- Work should be completed by June 1, 2012.

On the enclosed quote form, please provide the unit price for each tree to add or deduct from the final price in the event of changes after quoting. The Contractor shall carry all necessary city insurance coverage and provide a certificate of insurance to the City of West Lafayette per the attached insurance requirements.

Please call with questions. Thank you!

Sincerely,

Beverly J. Shaw
Greenspace Administrator
Department of Development

CC: Judith Rhodes
Board of Works
Lynn Layden
Debbie Kervin
Chandler Poole
Joe Payne
Eric Burns